

TOWN OF EAST HADDAM

POSITION DESCRIPTION

Position Title: Fire Marshal

Department: Fire Marshal's Office

Position Objective:

East Haddam Fire Marshal is responsible for the enforcement of many of the sections found in Chapter 541 of the Connecticut General Statute, as well as numerous codes, which are promulgated under the provision of these statutes.

It is required that each local fire marshal inspect each calendar year, in the interest of the public safety, all buildings and facilities of public service and all occupancies regulated by the Fire Safety Code within their jurisdiction.

Reporting Relationships:

Reports to: Board of Fire Commissioners

Supervises: Deputy Fire Marshal
Fire Inspector

Job Location:

Work is performed indoors and outdoors in the Town of East Haddam. The position requires making inspections at business and multifamily locations and preparing reports. Employees must make inspections in all types of weather. Employee works near fire scene to investigate fire and explosion incidents. Inspections entail climbing, crawling and general agility.

Job Description

- A. Shall supervise all operations of the Fire Marshal's Office.
- B. Shall be responsible for the designation of duties of all personnel from the Fire Marshal's Office.
- C. Shall investigate cause, origin and circumstances of all fires within their jurisdiction, and shall, within ten (10) days report the same to the State Fire Marshal in the designated format.
- D. Issue permits for the use, transportation and storage of explosives in compliance with State Explosive Regulations.

- Investigate complaints concerning explosives
 - Inspect explosives storage magazine
 - Spot check all job sites where explosives are used
- E. Notify the Labor Commissioner of fire hazards found in manufacturing establishment.
- F. Enforce statute regulating the installation and use of space heaters.
- G. Inspects all flammable and combustible liquid storage tank installation for compliance with Connecticut Flammable and Combustible Liquid Regulation.
- Inspect all cargo tank vehicles that transport flammable and combustible liquids in accordance with regulations.
 - Issue certificate of approval to each vehicle once it is in compliance.
 - Inspect all gasoline services stations.
- H. Inspect at least once a year, all dry cleaning and dry dyeing establishments for compliance with the appropriate code.
- I. Inspect and enforce the Connecticut Regulations concerning storage, use and transportation of liquefied petroleum gas and liquefied natural gas.
- Inspect, at least once each year, all cargo tanks vehicle transporting liquefied petroleum gas or liquefied natural gas.
 - Issue certificate of approval to each vehicle.
- J. Administer manufacture employer hazardous materials notification law.
- K. Annually inspect all storage plants and equipment and cargo tank vehicles at bulk storage for the storage and transportation of hazardous chemicals.
- L. Conduct site inspections of all fireworks and special effects displays for compliance with applicable state legislations. Also make the determination of the amount of the fire protection extinguishing equipment to be on site.
- M. Inspects all tents and portable structures for compliance with the Connecticut Fire Safety Regulations.
- Conduct review of plans and specification for various occupancies and facilities being proposed within the town for compliance within the Connecticut Fire Safety Regulations.
- N. Attend schools and seminars to keep abreast of the codes, regulations and new technology.

- O. Required to obtain ninety (90) hours of continuing education over three (3) years to maintain certification.
- P. Perform public relations work in connection with fire prevention programs.
- Q. Inspect one and two family dwellings, upon receiving a complaint, to assure the statutory requirements regarding smoke detection and warning equipment are satisfied.
- R. Appoints Open Burning Officials as needed. Examine and sign applications for open burning permits section 22a-174.
- S. Make monthly reports to the Board of Fire Commissioners in accordance with C.G. S. § 29-305.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Minimum Requirements

1. Shall pass a criminal background investigation conducted by the East Haddam Police Department.
2. Shall have a valid Connecticut driver's license.
3. Shall be certified or eligible for certification by the State of Connecticut as a Fire Marshal in accordance with C.G.S. § 29-298.